



**CITY OF GRANTS PASS, OREGON**  
**CLASS SPECIFICATION**  
**FINANCE SUPPORT SPECIALIST**  
**(PAYROLL)**

**FLSA Status:** Non-Exempt  
**Bargaining Unit:** Confidential  
**Salary Grade:** UB1

**CLASS SUMMARY:**

The Finance Support Specialist (Payroll) is the journey level in the Accounting Series. Incumbents are responsible for preparation of reports, spreadsheets, departmental budgets and payroll, portions of accounts payable and receivable and internal/external customer service. Based on assignment, incumbents may work with, and/or audit work papers, and may participate in payroll report review, Federal and State tax reporting, and personnel cost projections including benefits, garnishments, and retirement contributions.

The Finance Support Specialist is distinguished from the Accounting Technician by its focus on journey level conduct of complex accounting, budgeting, and customer services duties.

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**CORE COMPETENCIES:**

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
  - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
  - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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**ESSENTIAL CLASS DUTIES:** Duties are a representative sample; position assignments may vary.

- Manages the General Ledger including monthly, quarterly, and yearly reconciliation and balancing of general ledger accounts and preparation/review of journal entries.
- Participates in the annual audit process and manages year-end closing including financial reporting, journal entries, accounts reconciliation, and work paper and other documentation preparation.
- Responds to internal and external requests for information and problem resolution.
- Performs complex financial computations and statistical record keeping assignments.
- Produces timely and accurate payroll checks.

*Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Reconciles and pays all employee fringe benefits, retirement, and payroll taxes.
  - Reconcile PERS and make timely payments to make sure the City stays in compliance.
  - Verifies and inputs changes to employee records related to deductions, taxes, accruals, and salary records.
  - Processing and filing of required tax forms and related documents, to include W-2 and 1095-C.
  - Monitors federal, state and local laws and legislation for compliance.
  - Prepares quarterly tax returns.
  - Provides payroll information and problem solving to employees with regards to their payroll checks, deductions, and accruals.
  - Maintains procedural documentation, interprets and applies City policies, union agreements, and local, state, and federal laws.
  - Reviews and completes, payroll reporting.
  - Assists management in calculating the cost of employee wage changes and benefits in preparation for, and during, labor negotiations.
  - Participates in the City's health insurance committee
  - Attends training and meetings to stay abreast of changes in the law and policies.
  - Performs other duties of a similar nature or level.
  - Prepares billings and payments for retiree insurance and various grant positions.
  - Provides recommendations on improvements to procedures or processes.
  - Responsible for preparing work papers and providing information to auditors related to the City's CAFR.
  - Assists in the reconciliation of general ledger balances related to the City's internal operating funds.
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**Training and Experience:**

An Associate's degree in Accounting or a related field, and two years of experience in payroll or a related field, are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements:**

- None
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**Knowledge** (positions in this class typically require):

Knowledge of:

- Accounting principles and practices;
  - Payroll and related software programs;
  - Public finance and budgeting;
  - Payroll processes;
  - Applicable City policies and ordinances; and,
  - Applicable Federal, State, and local laws, rules, and regulations.
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**Skills** (positions in this class typically require):

Skill in:

- Basic mathematical calculations;
  - Organizing and planning work flow of assigned responsibilities to ensure that work is completed by deadlines and in coordination with other functions.
  - Type and ten-key by touch;
  - General ledger maintenance;
  - Budget analysis and support;
  - Financial report preparation;
  - Interpreting and applying rules, laws, and labor agreement and policy provisions;
  - Using a computer and related financial software applications; and,
  - Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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**Physical Requirements:**

Positions in this class typically require: talking, hearing, and seeing, fingering and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

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**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379

Revised August 19, 2016; June 22, 2018, October 21, 2019, September 2, 2022 (Classified to Confidential from GPEA)